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25X1A

**Staffing Requirements**

1. On the basis of average number of ceiling positions serviced through out the 7 area divisions the section's present T/O would be adequate. However, on the basis of the workload factors available, the Division requires approximately twice as much Logistics work for each such position, and will continue to do so for some time to come. The conditions generating this excessive workload are:

[REDACTED]

25X9A2

b. Very limited local procurement is possible in the areas covered.

[REDACTED]

25X9A2

2. No true production or work measurement standards have been established which would permit a factual recommendation on staffing requirements. However, some workload statistics are available and do permit a comparison based on averages as shown below. The Division averages were obtained by dividing the total of each separate work load by the total number of on-duty personnel in the

25X9A2

[REDACTED]

\*These figures are merely an indication of the extent to which NEA deviates from the average work load for each factor. They must be considered in combination, rather than individually, in considering if NEA is over or under staffed on a comparative basis. Also, averages can not be accepted as standards for production and additional positions should be considered only if corrective measures fail to eliminate the need for overtime.

3. An increase in the T/O [REDACTED] should provide sufficient manhours to perform the logistics work without the continuing need for overtime and use of unassigned personnel. The adequacy of this number of positions is contingent on:

25X9

a. Adopting the procedural improvements shown in Tab B

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- b. Reassignment of duties as proposed in Tab E.
- c. Close supervision by the Section Chief or his deputy to:
  - (1) Continue to streamline procedures
  - (2) Control and reduce time away from the office
  - (3) Control work backlogs and take action to prevent build-up of volumes of filing, posting, and request to be processed.

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